



Hosting Community Reuse Events

Introduction

MassDEP Municipal Waste *Reduction Toolkit*



Your residents have mastered recycling their bottles and cans, but what about those other more difficult items like cell phones and furniture and miscellaneous household goods that are unwanted but still useful?

Consider having a one-day recycling and reuse event! Residents will be thrilled to have an opportunity to find a home for those things they can't recycle curbside or have the heart to throw away and your town accountant will be thrilled they didn't literally throw money away!

There are many types of reuse events your community may wish to host – whether it's a multi-faceted collection event like Concord, Massachusetts annual "Swap and Drop", or collecting recyclables at an event like a county fair, folk festival or Earth Day event.

Whatever it is you're looking for, this module provides municipal recycling coordinators with easy-to-use how-to information on organizing and hosting these types of recycling and reuse events. And to help determine how successful your event was, we've also included a materials conversion table to estimate the tonnage of likely materials to be collected.



Hosting Community Reuse Events

Table of Contents

MassDEP Municipal Waste *Reduction* Toolkit



Below is a list of the items contained within this module. Please note all items described below are included in electronic format. Items followed by a **checkmark (✓)** are provided in a modifiable format. You are encouraged to customize these items to best meet the needs of your community.

Reuse and Recycling Collection Event:

- ⇒ What is a Reuse and Recycling Collection Event?
- ⇒ How to Organize a Reuse and Recycling Collection Event ✓
- ⇒ CASE STUDY: Concord's Drop and Swap
- ⇒ CASE STUDY: Reuse and Recycling Event – “Regional 5 Town Reuse Project” (Tewksbury, Andover, North Andover, Lowell and Lawrence, Massachusetts)
- ⇒ CASE STUDY: Southeast Regional Recycling Partnership (SERRP) Reuse/Recycle/Donate Days
- ⇒ Sample Publicity Flyer ✓
- ⇒ Sample Reuse Listing ✓
- ⇒ Sample Press Releases ✓

Special Event Recycling

- ⇒ Special Events Waste Reduction and Recycling Guide - Franklin County Solid Waste Management District
- ⇒ Best Management Practices Guidebook for Special Event Generated Waste in Rural Communities – Northeast Recycling Council (NERC)
- ⇒ “Trash Free” Festival for the Eno; Durham, North Carolina

Materials Conversion Chart for Estimating Tonnage Collected



Hosting Community Reuse Events

How to Organize an Event

MassDEP Municipal Waste Reduction Toolkit



What is a Recycling and Reuse Event?

Recycling and reuse events have grown in popularity across Massachusetts, especially in curbside communities that don't have access to a drop-off or "swap shop" where residents can leave their gently used but still useful items for others. The old adage *"one person's trash is another person's treasure"* still rings true!

In addition to swapping items (the "reuse" portion of the event), many communities have added expanded recycling services to residents for items that can't be left curbside, such as furniture, appliances and household hazardous waste, as well as collections for other items like cell phones, electronics and clothes, that can be recycled through vendors at the event.

Why Should My Community Host a Recycling and Reuse Event?

Given the opportunity, most people really do want to do the right thing when it comes to recycling. One of the biggest challenges cited for people *not* recycling these more difficult items is easy access to the types of services needed to get the materials recycled. This even is that opportunity – it's a veritable one stop recycling bonanza!

And, chances are, it will save your community money on disposal fees, and what's not to love about that?

Okay, I'm convinced. Where do I start?

Here are your initial questions as you begin to plan a reuse and recycling event.

- ⇒ What type of event will you hold?
- ⇒ When will you hold the event?
- ⇒ What event tasks can you carry out and what tasks will you need to contract for services?
- ⇒ How much will the event cost you?
- ⇒ How will you pay for the event, or get others to help you?
- ⇒ What is the schedule for event preparation?
- ⇒ What will be your measure of success for the event (e.g., quantity of material, number of participants, etc.)?

A three-month time frame should allow you to plan and coordinate a smooth event. Local government decision-making processes can sometimes add to the time needed at the beginning of your planning process. If you are working in partnership with others, some planning time should be devoted to sorting out roles and responsibilities, including funding, BEFORE initiating other planning details.

To help you get started, we've created a step-by-step guide (with a little help from our friends at the EPA) that will take you from the start to finish of your event.

We've also included 3 case studies from Massachusetts communities who've successfully hosted these types of events as well as sample handouts, flyers and press releases to promote your event.

How to Organize Your Event

1. Initial Planning

Here are initial questions as you begin to plan a reuse collection event.

- ☐ What type of event will you hold?
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2. Determine Type of Event

- ☐ Host a drop-off event – one-time or periodic.
- ☐ Add items to an existing household hazardous waste drop-off event, such as a spring/fall cleanup day
- ☐ Allow for ongoing, permanent drop-off at existing recycling, solid waste transfer or household hazardous waste facilities
- ☐ Determine which materials you will collect (e.g. books, furniture, clothing, bicycles, scrap metal, etc.)

3. Budget and Funding

What does an event cost?

A reuse and recycling event has three basic costs centers. Your ability to make use of donated time or resources – labor, equipment, advertising or site access – can have a significant impact on your event costs.

- 1) Public education and outreach – how you publicize the event
- 2) Operations costs – costs include labor, equipment and supplies, and perhaps site rental
- 3) Transportation costs – costs for transportation of materials that are donated, usually billed per mile/hour, including driver labor charges and shipping supplies (Note: Many charities and scrap vendors do not charge these costs to a municipality. It is worth investigating ahead of time if there will be a charge.)

Other things to consider:

- ☐ Are volunteers available to work the day of the event?
- ☐ Is a regional event possible? (Costs could be split amongst several communities if you hold a regional event).

Covering Event Costs

- ☐ Charge a fee for those that drop off items at an event that will cost the municipality to recycle (e.g. electronics and household hazardous products), which could cover all or part of the applicable costs
- ☐ Use government funds (from property tax, waste or recycling fee revenue) to cover all or part of costs
- ☐ Use in-kind contributions from government and private sources to cover costs (publicity, labor, equipment)

Tasks to Complete Before the Event

Once you've made the decision to hold a reuse and recycling collection event and have developed a project budget, there are a number of specific elements to address leading up to the event

1. Pick the Location for Your Event

Your location decision should address several factors:

- ☐ The location should be reasonably well known in the community, or at least fairly convenient to people you want to participate.
- ☐ The site should have good street access, so people can easily enter the site without creating backups or delays. Avoid sites that have only one point of entry, or require people to make left turns on busy streets.
- ☐ The space or parking lot should be large enough to safely accommodate traffic, recycling equipment and event staff.

2. Get Permission to Hold the Event

Early approval for an event should be a top priority in your planning efforts. Delays in approval can mean fewer publicity opportunities due to compressed time lines, thus lowering the turnout and the overall success of the event. Establish good communications with the property owner, occupant or manager. Provide them with good information about the event and what to expect.

- ☐ Identify who will be the person to “make the call” for using a site. For example, is it a school principal or will the school district need to sign off on using a school parking lot?
- ☐ Call and review the event objectives. Address all of their questions and concerns.
- ☐ Be prepared to answer questions about your event – who, what, when, where, why & how. Have information about events that have been done elsewhere.
- ☐ Check with your municipal officials about insurance requirements.
- ☐ Check with municipal offices – usually the Planning, Health or Public Works Department – to determine needed permits (event, sign or tent permits).
- ☐ Call Paul Emond (617-292-5974) or Jamie Doucett (617-292-5868) to report date and location of your reuse event if it will include collection of bulky items that will be sent for disposal.

3. Select Reuse and Recycling Organizations

- ☐ Identify organizations and businesses that will accept the materials you're collecting.
- ☐ Determine what services you would like the recycler to provide (labor, equipment, transportation and recycling), including any specific environmental management needs, such as domestic disassembly (for consumer electronics)
- ☐ Solicit proposal, or bids, from companies to provide the full range of services
- ☐ Determine short-list based on cost, experience and environmental performance
- ☐ Check references and previous contracts for companies on the short list
- ☐ Select company that provides the best value in terms of your program goals
- ☐ Arrange for trash container for items that can't be reused or recycled.

4. Consumer Education and Outreach

A successful reuse and recycling event requires an extensive effort to inform consumers about the reuse opportunities and the specifics of your collection event. The amount and type of advertising you choose to do can have a significant effect on the number of participants in your event. Provide enough information for participants to understand what they need to do. Inadequate information can discourage participation or inundate you with calls.

- ☐ Event location (an easily recognizable location is best)
- ☐ Dates and times for the event
- ☐ Products accepted and NOT accepted
- ☐ Whether there will be any user fees
- ☐ Contact information for more information

Spreading the word about your event: Some publicity options include:

- ☐ Print, radio and television advertisements
- ☐ Announcements in local recycling newsletters(including electronic newsletters and websites), prepared by city or county recycling offices
- ☐ Special inserts in bills (water, utility or solid waste bill)
- ☐ Press releases and calls to local media to generate news reports
 - ☐ Handouts at local stores and other sites, such as household hazardous waste collections

News media outreach to gain access to local news reporting

While unpredictable, local news coverage can give you broad exposure for a relatively small low cost. An announcement coming from a civic leader has a much better chance of gaining the attention of the local news community.

Timeline and Schedule

This basic timeline will help you develop a schedule and keep in mind all of the activities that must be done during your event planning. If your event represents a partnership – a group of municipalities or non-profits – the schedule you develop may require additional time to allow for needed cooperation.

Three Months Before the Event

- ☐ Determine type of event, participants (residents, businesses), and dates and times
- ☐ Seek partner commitments to support event
- ☐ Decide which items you will collect
- ☐ List specific collection, sorting, processing activities needed for the event
- ☐ Determine activities you will carry out and activities you will rely on reuse or recycling organizations to do.
- ☐ Research permit requirements
- ☐ Determine type of publicity you will use to promote your event.

Two Months Before the Event

- ☐ Finalize site location choice and ensure all necessary permission is in place
- ☐ Select reuse organizations
- ☐ Arrange any additional recycling services – batteries, cardboard or paper recycling
- ☐ Finalize details of publicity and advertising materials (locations, times, dates)
- ☐ Send out notices and information with long lead times (newsletters, bill inserts)
- ☐ Create on-site signs or handouts to those recycling participants

One Month Before the Event

- ☐ Confirm data collection needs for measurement and reporting
- ☐ Recruit volunteer staff, if necessary, and provide guidance on event (e.g., what to wear, traffic control, hours, etc.)
- ☐ Confirm insurance coverage is in place
- ☐ Contact local police department and traffic control authorities, as necessary
- ☐ Distribute initial consumer notices about recycling
- ☐ Send advertising and other publicity copy and art, as necessary

One Week Before the Event

- ☐ Reconfirm all staffing, equipment, reuse and recycling service arrangements
- ☐ Ensure event staff have access to water and rest rooms
- ☐ Make arrangements for collecting fees, if necessary (staff, petty cash, security)
- ☐ Get supplies – traffic cones, tape, tools, refreshments

- ☐ Send out press release and contact local reporters several days before event

Day Before/Day of the Event – Your Final Planning Tasks

- ☐ Follow up on advertising and promotions, contact local news outlets
- ☐ Prepare site early with reuse and recycling organizations and other on-site staff
- ☐ Re-connect with property management before event begins; exchange contact information and establish protocol for addressing unexpected issues
- ☐ Coordinate and manage on-site staff (estimate is 6-10 staff for events of 150-200 cars served)
- ☐ Greet participants and interested constituents or supporters
- ☐ Collect data, including how much of each material was collected and participants and any survey information, in order to document your event to help with future funding and support

Post-Event Tasks

1. Communication with Partners

After the event is complete, it is good to communicate with all parties involved in the event.

- ☐ Send letters to each participating organization to thank them for their cooperation and help in carrying out the event.
- ☐ Establish time frame for the reuse and recycling organizations to report back to you on types and quantities of material collected during the event.

2. Report to the Public

Create a public report including the basics, such as those outlined below. A public report will help the general public and decision makers within your organization understand what happened at the event and can assist planning, funding requests, cost assessments and other analysis for future events.

- ☐ Brief description of program objective of the event
- ☐ Dates and locations of the event
- ☐ Number of participants
- ☐ Types and quantities of materials collected
- ☐ Contact information for those seeking more detailed information about the event
- ☐ Draft a press release publicizing the results of your event. Use the opportunity to help the public see how much waste was reused or recycled.



Town of Concord

Drop & Swap: Reuse Event Case Study

MassDEP Municipal Waste **Reduction** Toolkit



Twice a year the Town of Concord holds a reuse and recycling Drop-off Day and Swap-Off to provide residents with an opportunity to recycle a wide variety of items not collected for recycling at the curb. The event is cosponsored by the public works department and REUSIT, Concord's recycling committee. Over 100 residents volunteer at the event which is attended by approximately 800 households (15% of the town). In addition to collecting materials for reuse and recycling the event also collects oversized waste for disposal as trash.

History of the Event

The origins of Concord's Drop-off Day and SwapOff date back to the days of the recycling center and swapshed at the landfill. When the landfill closed in 1993 REUSIT mourned the loss of the swapshed and recycling area and decided to hold twice a year (more or less) SwapOff and Styrofoam collection. In 1998 the event was expanded to include scrap metal and oversized waste, and in 1999 the program took off with the collection of electronics. The event has grown steadily to collect over twenty different reusable or recyclable items, and each year looks for more materials that can be pulled out of the waste stream.

Event design

The event is divided into two main areas, the "SwapOff" take-it-or-leave-it area and the "drop-off" area for recyclable and reusable items as well as oversized waste. The SwapOff portion of the event is free, but some of the items in the Drop-off area are fee based, such as electronics, scrap metal, Styrofoam, furniture and mattress recycling, and oversized waste disposal. The Drop-off Day and SwapOff is designed to be a "break even" event for the Town with costs and revenues running each about \$12,000 per event.

Items collected at the SwapOff Event

Residents are invited to bring to the SwapOff "things you no longer want or need, take away things you can use. Everything is free." Residents drop off and take home reusable items of every imaginable size, shape, and form, from old trunks, lawnmowers, and armchairs, to clocks, dishes, and five-gallon pails.

Selected Items collected at the Drop-off Event

Items with (\$) are collected for a fee, others are accepted at no charge.

- Scrap Metal (\$)
- Appliances and propane tanks (\$)
- Reusable building materials
- Electronics (\$)
- Upholstered furniture & mattresses (\$)
- Styrofoam and flower pots (\$)
- CD's and videos
- Fluorescent bulbs & batteries
- Rags
- Crayons
- Athletic shoes
- Bicycles

Background – Brief Description of Concord's SW/Recycling System

Concord is a pay-as-you-throw curbside collection community that does not provide tax revenue for trash collection or disposal, so residents are accustomed to paying the full cost to dispose of items they no longer want or need. The success of the Concord event is due in part to the confluence of a number of different circumstances, such as PAYT curbside collection, no town-sponsored bulk pickup, no permanent drop-off recycling center, and an active and environmentally aware citizenry. The Drop-off Day and SwapOff is the one municipally-provided service that allows residents to reuse, recycle, or dispose of consumer goods or bulky waste not collected at the curb.

How the Event is Organized

The event is a joint program sponsored by Concord Public Works and REUSIT (a local non-profit recycling organization) and utilizes the following staff and volunteers:

Municipal Recycling Coordinator: Responsible for central coordination of the event each year including contacting vendors, preparing materials, overseeing event, paying vendors, etc.

Drop-off area volunteer coordinator (1): Schedules volunteers for two-hour shifts.
Helps with mailings.

SwapOff area volunteer coordinator (1): Coordinates SwapOff area volunteers and oversees SwapOff area event.

Volunteer team leaders (8): In charge of volunteers in designated areas.

Volunteers (100): Volunteers work two or three-hour shifts in designated areas.

Police officer (1): Polices the SwapOff area and assists with parking.

DPW Staff (3): DPW staff drive the front end loaders that are used to load large and heavy items into the oversized waste and scrap metal rollofs, and packs down the rollofs to maximize capacity. In addition the DPW assists in setting up the area the day before and the morning of the event, as well as cleaning up after the event is over.

To learn more:

Other communities that are interested in trying to develop a similar program are welcome to attend our next event. If you would like more information contact Ann Dorfman, Recycling and Waste Management Program Administrator, at 978-318-3241 or adorfman@concordnet.org.

The Department of Environmental Protection (DEP), Municipal Waste Reduction Program, wishes to thank the Concord Department of Public Works (DPW) for working with us to document the “how to” of their Swap-Off Day to help other municipalities set up similar events.



Five Town Regional Reuse Project

Reuse Event Case Study

MassDEP Municipal Waste *Reduction* Toolkit



Overview/Introduction: In FY05, the Massachusetts Department of Environmental Protection (DEP) awarded a Technical Assistance Grant to the Towns of Tewksbury, Andover, North Andover and the Cities of Lowell and Lawrence for a Regional Reuse Publicity Project. The project involved planning and implementing:

- essay and poster contests focused on reuse;
- collection events for reusable items donated to local charities to promote donations to them; and
- permanently available information about reuse opportunities in the Merrimack Valley via websites and internet.

Outreach:

- Towns held a poster contest in the schools to publicize reuse, especially to students, and to help promote the reusable items collection events planned for May.
- Publicity about the Reuse Event varied by town. There was article in the Andover paper the Thursday before the event. There was a blurb in the Northwest Weekly section of the Globe. North Andover had articles in the local paper and also in the quarterly insert "One Person's Trash". In Lawrence, the Eagle-Tribune ran a story. A press release was also provided to the Lowell Sun.
- Ongoing outreach to publicize reuse opportunities included:
 - flyers to be handed out at the reuse events and also to use for each town's website;
 - For each city/town, specific additional information was incorporated or the entire Reuse Listing page was added to the website.
 - Earth's 911 information was updated to include the organizations found during Reuse List info gathering phase;
 - The towns tentatively planned to continue these events.

Event Organization:

- Regional Reuse Days ("Zero Waste Days") were scheduled two on Saturdays in May – one in Andover and one in Tewksbury. The events were open to all residents of the Merrimack Valley.
- January: Dates and locations were established; arranged logistics with property management and got insurance coverage from Town.
- February: Organizations were identified to participate and invited for the dates selected.
- March: Volunteers were solicited (scout troops, Rotary, school environmental clubs, youth groups)
- April: Determined site layout; publicity was started in local papers and emailed flyers about event to churches, schools, garden clubs, etc. Dumpster was scheduled and permits arranged.
- May: Final press release regarding event was issued; reconfirmed participants (organizations and volunteers), details of the day outlined, made signs, prepared for rain dates and then sent a press release on the results to the local papers.
- Locations
 - The Andover location was in the parking lot of an office complex so it was privately owned. As a result, the Town of Andover liability insurance coverage was requested, requested permits for the dumpsters and signage (fees waived), and coordinated with the property managers. The Tewksbury location was a municipal parking lot behind the Recreation Department building, which has been used in the past for a town-wide yard sale. There is parking available for sports fields nearby and there are two 10-CY dumpsters already on-site. Coordination was with the Recreation Director, who had access to tables, trucks, and a few staff.
- Organizations invited
 - The goal was to increase awareness of local charities willing to accept reusable items. After researching, we identified several that were invited to participate. Some had trucks available but others didn't. For the ones that did not have access to trucks, we were able to arrange to borrow personal vehicles or other trucks to accept donations. Individuals from most of the organizations

were available to be on-site during the collection to determine if donations were acceptable. See the publicity flyer for specifics on items accepted. The organizations invited included:

- Lazarus House (a local social service organization with thrift shops and more),
 - Saint Vincent de Paul (collects clothing nationally),
 - Community Book Solutions (local book reuse and redistribution organization),
 - Bikes Not Bombs (based in Boston),
 - Building Materials Resource Center (based in Boston),
 - Nike (accepts sneakers for reuse into tracks, fields, ballcourt surfaces)
 - two local animal shelters (MSPCA and Lowell Humane Society), and
 - Project Wish of Lowell, a local organization that helps provide household and children's items to those starting over.
- **Planning:** site layout, permits, insurance, dumpsters
For the Andover site, we arranged to have two 20-CY roll offs delivered the Friday before the collection event. We only needed a small portion of one roll-off so Tewksbury decided to rely just on its two 10-CY dumpsters. In Andover, we needed dumpster and sign permits which were granted the week before by the Town officials at no charge.
 - **Volunteers**
For the Andover event, volunteers came from the Recycling Committees of Andover and North Andover and from the Rotary Clubs in each town, plus the Andover High school and Phillips Academy (private school) environmental clubs and from two churches in the area with active social justice programs. In Andover, there were 40-50 different individual volunteers many of whom spent the entire 3+ hours there. All volunteers were asked to arrive by 8AM, if they were planning to be there for the start. The trucks and traffic lanes were already in position by 8AM so we could review the plan for traffic and unloading.

The plan was to have volunteers unloading cars and putting items onto one of three tables. From the tables, other volunteers were to sort and take items to the correct truck. In actuality, things ran differently. The tables were wet and items would have gotten soggy if left for any time on the tables. Because of the heavy rain, the large number of volunteers and the slow but steady pace of cars, we just had numerous people taking the items out of residents cars, asking what it was, and taking it directly to the right truck. Representatives from the organizations were inside each truck to pass judgment on what they could accept. We were unloading up to three cars at a time.

Results:

- More than 500 school-age children participated in poster and essay contests across the five communities. Cable TV programs showed the poster entries and winning essays in Andover and North Andover.
- Tewksbury and Andover hosted two collection events that were open to all residents of the region and publicized in local papers as well as the Eagle Tribune and the Lowell Sun.
- 225 residents participated in the two collection events.
- Nine charitable organizations received donations at the collection events.
- More than 50 volunteers helped at each of the two collection events from Rotary, churches, and schools.
- The Andover event was held despite bad weather (a northeaster with 50 degree temperatures, rain, and wind). There were 150 cars that came through and they were all quite full. A few came through more than once. We had 40-50 volunteers throughout the morning, many of whom stayed for the entire time. We collected:
 - 25-30 bikes and a nice jogger,
 - about 50 cartons of books,
 - five van-loads of children's items for shelters,
 - 10 bags of sneakers,
 - a dozen bags of linens for the animal shelter, and
 - enough bags of clothes and household items, small appliances, and toys for Lazarus House and St. Vincent de Paul to partially fill their trucks.
 - The Building Materials Resource Center went home with several good solid wood doors, shutters, windows, insulation, and a few toys.

The Tewksbury event had about 75 participants but their cars were quite full. The weather was considerably better. Originally, there had been a town-wide yard sale planned for the same

day in an adjacent area but that was cancelled to ensure that there would be space for the ZWD. In hindsight, the two events probably would have complemented each other well.

Results from the Tewksbury event included:

- 8 bikes;
- three-quarters of a van full of books;
- one-third of the truck for BMRC, including doors, sinks, ceiling fans, storm doors);
- one-third of the large trucks brought by Lazarus House and Saint Vincent de Paul;
- 2 large bags of sneakers;
- half of the box truck and van brought by Project Wish; and
- a small number of linens for the Humane Society.

At both events, the primary source of participants was from the host community. In Andover, residents arrived early (as expected based on HHW programs' experience). In Tewksbury, residents didn't start arriving until later. In both cases, most of the waste was toys and stuffed animals and sporting equipment.



Southeast Regional Recycling Partnership (SERRP) Reuse/Recycle/Donate Days

Reuse Event Case Study

MassDEP Municipal Waste *Reduction Toolkit*



Overview/Introduction: In the last 5 years, the towns of Foxboro, Mansfield, North Attleboro, Plainville and Wrentham formed a regional work group known as the Southeast Regional Recycling Partnership (SERRP). SERRP works to improve the effectiveness of the towns' waste management programs by sharing information on best management practices and improving efficiency of the programs by coordinating activities.

In April 2006 the towns sponsored an Earth Day related event in which residents could clean out their unwanted, but useable, items and donate them to groups that can use them.

The goals of the project were to:

- Educate residents about the numerous opportunities to donate usable items for reuse versus trashing them, to make it easy to participate (local and free),
- Divert items from the waste stream to save money for the towns and residents, and to make residents aware that shredded paper is recyclable (and provide opportunity to do so at no charge).
- This event was also a follow-up to the regional Reuse Guide (designed to increase awareness of local and regional reuse organizations) that was delivered to all households in the SERRP region in January 2006.

Outreach:

- An intern assisted with the creation of flyers to promote the event. The flyers were distributed through the schools about 10-14 days before the event (before school vacation week).
- Posters were displayed in town halls and libraries, and articles were printed in the newspaper resulting from press releases distributed.
- MassDEP sandwich boards were used in several town centers to promote the event.
- Messages were also put on cable stations.

Event Organization:

- The first Reuse/Recycle/Donate day was held on Earth Day, Saturday, April 22, 2006 at the Plainville Commons in a large parking lot.
- 350 cars turned out for the event.
- The event took approximately 5-6 months to plan and execute.
- Locations:

One of the first tasks was to locate a site for the event, with easy highway access for residents of all five towns. No town properties met this requirement so the group had to research private locations that might work and contact property owners to seek support and assess availability of site for event date. It was essential to have sufficient space to support large collection trucks, parking, queuing of cars, display area, mobile paper shredder, and trash rollofs. A new shopping center, Plainville Commons on Route 1, offered a parking lot in front of a Stop & Shop under construction. Other stores in the plaza were open, and this provided additional promotional opportunities for the event. Since it was private property, Plainville needed to get insurance coverage for the site for the duration of time that the containers would be left there (2-3 days).
- Organizations:

SERRP identified 14 organizations to invite to the event based on the types of items they accept and their willingness/ability to send a truck and staff to the event. Organizations were called and letters were sent to identify site and participation requirements. SERRP would require attendance for the 5-hour event window, truck insurance, and donation receipts for residents. SERRP also secured a mobile paper shredder that donated time and a truck to this event so that free paper shredding was provided. Organizations that participated included:

 - Afrihope,

- Nikes Not Bombs,
- Building Materials Resource Center,
- Children's Orchard,
- Lions Club,
- Nike,
- North Attleborough Animal Shelter,
- Play It Again Sports,
- Salvation Army, and
- St. Vincent de Paul Society
- Volunteers and donations:

SERRP worked to secure a sufficient quantity of volunteers (~20) to support this effort (muni staff, family members, scout troops, etc.). Donations were garnered from area businesses in the form of: a paper shredder that was raffled off as prize, as well as morning and afternoon refreshments.
- Planning: site layout, permits, insurance, dumpsters

Preparing the site for the event: In planning for traffic flow, SERRP measured the area and clearly defined the entrance, parking areas, traffic flow direction, exit, display area, space for vendors (assigned based on size of truck and to foster best traffic flow). A banner was made and hung on a large fence approaching the shopping plaza. Elections signs were used as the base for a large quantity of signs (printed and attached to election sign) telling drivers where to proceed to event. DEP sandwich boards were used to denote parking areas, as well as entrance and exit. Muni-provided saw horses and traffic cones demarcated boundaries for traffic. A MassDEP grant supported purchase of flyers, canopies (used for sun/rain cover at display area), intern, and banner used to promote event. Trash dumpster service was secured from current municipal vendors, as well as placement of an Abitibi Paper Retriever bin for other paper recycling needs.

Results:

- The number of attendees by Town follows: Foxborough (19), Mansfield (77), North Attleborough (57), Plainville (72), Wrentham (94), Others (21) came from Attleboro, Bellingham, Framingham, Franklin, Medway, Norfolk, Norton, and Walpole. SERRP munis that had more in-school support for flyer distribution appeared to have better turnout at the event.
- There was strong support for this event from residents, it was a great turnout for the first time. Organizations participating included: Afrihope, Nikes Not Bombs, Building Materials Resource Center, Children's Orchard, Lions Club, Nike, North Attleborough Animal Shelter, Play It Again Sports, Salvation Army, and St. Vincent de Paul Society. In addition, Cintas Document Management provided free onsite shredding of personal documents, and Abitibi provided a dumpster for the collection of non-confidential papers for recycling. A home paper shredder donated by Target was raffled off as a way to increase awareness about the recyclability of shredded paper.
- Some of the items collected included:
 - 3,000 lbs. of books
 - 80 bicycles
 - 250 pairs of shoes
 - St. Vincent de Paul left with a full 45 foot truck of goods
 - Salvation Army filled a 30 foot truck with goods
 - Play It Again Sports filled their truck
 - Afrihope partially filled a 45 foot trailer and a 26 foot truck
 - Building Materials Resource Center filled a flatbed truck with good quality items
 - North Attleborough Animal Shelter filled a van, a car, and a pick-up truck
 - Bikes Not Bombs, who collected the bicycles for refurbishing and reuse, said that this was one of the most successful events of this kind that they have ever attended.
 - Cintas Document Management, who provided free paper shredding at the event, collected about 2,500 lbs. of paper for shredding and recycling.

This event proved to be so successful, the group repeated the guide and event in April 2007. Because of the large turnout at the first event, the second was relocated to the Tweeter Center in Mansfield. Results of this second event were pending at the time this was written.

ZERO WASTE DAYS!

Make a donation, and make space in your closets!

All donations will be given to local non-profit organizations that reuse these items.

May 7th 9am-12

Brickstone Square parking lot, Andover
(York Street, Off Rt. 133)

May 14th 9am-12

Tewksbury Recreation Department,
286 Livingston Street, Tewksbury

To ask questions or to volunteer help, please go to www.andoverma.gov/recycle.



Clothing – please bring in bags

YES, coats, hats, mittens
YES, pants, shirts, skirts, suits
YES, children's clothes, toys

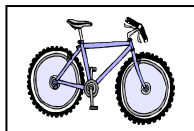
NO diaper genie
NO aluminum backpacks
NO “exersaucers”



Small Household Items –

YES, dishes
YES, tables, lamps
YES, leftover containers
YES, rugs in good condition
YES, dustpan and broom

NO large furniture
NO appliances
NO mattresses
NO exercise equipment
NO candles



Bicycles – No heavy rust, \$5 donation requested

YES mens, womens bikes

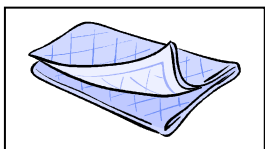
NO heavily rusted bikes



Books, CDs, DVDs – please bring in boxes

YES, hardcover and paperback
YES, audiobooks
YES, videos and videogames

NO magazines
NO records



Linens – please bring in bags or boxes

YES, towels in any condition
YES, sheets in any condition
YES, blankets, bedspreads in any condition



Good Building Materials

YES, cabinets, sturdy doors
YES, double-paned windows
YES, kitchen/bath fixtures




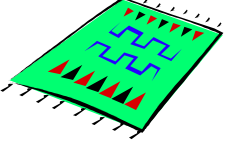



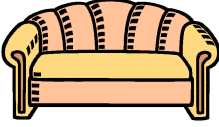

NO hollow core doors
NO appliances
NO sinks (at the moment)

Moving towards zero waste, one donation at a time!
For more reuse information, go to www.earth911.org

Where Can I Give It Away?

Make a donation; make some space!

	<p>Clothing - Saint Vincent de Paul (see www.cleanup.org, enter zip code for reuse info) Andover Thrift Shop (Andover, 10 Park St, 978.475.0957) Lazarus House Thrift Shops (Lawrence, www.lazarushouse.org) Lawrence General Thrift Shop (Lawrence, www.lawrencegeneral.org) Si Se Puede (Lawrence, 978.685.4074) Big Brother Big Sister (N. Reading Stop & Shop, www.bbbsfoudnation.org) Angels Above Thrift Shop (Lowell, 978.452.4833) Young Parents Programs of Lowell (Lowell, 978.459.2387) Thrift Shop at Pawtucket Congregational Church (Lowell, 978.458.2144) Suitability (Lowell, 978.934.8898) My Father's House (Chelmsford, 978.251.8191) Mission of Deeds (Reading, 781.944.9797)</p>
	<p>Sneakers – Niketown (Boston, Newbury Street 617.267.3400) City Sports (Boston stores, www.citysports.com)</p>
	<p>Household Furnishings, Kitchen Items and Toys– Lazarus House Thrift Shops (Lawrence, www.lazarushouse.org) Project Home Again (Andover, www.projecthomeagain@bravehost.com) Angels Above Thrift Shop (Lowell, 978.452.4833) Household Goods Recycling Ministries (Acton, www.hgrm.org) Si Se Puede (Lawrence, 978.685.4074)</p>
	<p>Bicycles – Bikes Not Bombs (Boston, www.bikesnotbombs.org, \$5 donation asked)</p>
	<p>Linens, Towels, Blankets – Useable linens are needed by homeless shelters. Hunger Homeless Commission (Lowell, www.hungerhomeless.org or www.lowellwishproject.org) Big Brother Big Sister (N. Reading Stop & Shop, www.bbbsfoundation.org) Linens in any condition are accepted by animal shelters such as: MSPCA – (Methuen, www.mspca.org, 978.687.7453) Lowell Humane Society (Lowell, www.especiallyforpets.com, 978.452.7781)</p>
	<p>Books, CDs, DVDs, Textbooks, Audiobooks – Andover Library (www.mhl.org) Andover Historical Society (Andover, www.andhist.org, 978.475.2236) Community Book Solutions (Billerica, www.communitybooksolutions.org) Thrift Shop at Pawtucket Congregational Church (Lowell, 978.458.2144) Afrihope International, Inc (617.957.1613)</p>
	<p>Good Building Materials (solid doors, double pane windows, cabinets) Boston Building Materials Resource Center (Boston, www.bostonbmrc.org, 617-442-8917)</p>

	Baby Items and Clothes – Project Wish (Lowell, www.lowellwishproject.org) Lazarus House Thrift Shops (Lawrence, www.lazarushouse.org)
	Eyeglasses – Local eye doctors, opticians, and eye clinics accept eyeglasses for reuse. Lions Clubs accept eyeglasses for reuse.
	Metals (grills, piping, brass, copper, other non-ferrous metals) BHS (Lowell, 978.454.0311) Levine Max & Co, (Lowell, 978.454.7786) Dave Rattigan (603.669.1535)
	Rugs and Carpets – Salvation Army (Lowell, 978.458.3396) Salvation Army (Wilmington, 978.988.9488) Lazarus House Thrift Shops (Lawrence, www.lazarushouse.org) Project Home Again (Andover, www.projecthomeagain@bravehost.com)
	Computers - Afrihope International, Inc (617.957.1613) eBay (www.ebay.com)
	Plastic Bags – Most grocery stores take them back. Don't mix types of bags. Neighbors in Need (Lawrence, www.neighborsinneed.net)
	Appliances in Good Condition – Salvation Army (Lawrence, 781.231.0803) Lazarus House Thrift Shops (Lawrence, www.lazarushouse.org) Project Home Again (Andover, www.projecthomeagain@bravehost.com)
	Large Furniture in Good Condition Salvation Army (Lawrence, 781.231.0803) Salvation Army (Lowell, 978.458.3396) Salvation Army (Wilmington, 978.988.9488) Lazarus House Thrift Shops (Lawrence, www.lazarushouse.org) Project Home Again (Andover, www.projecthomeagain@bravehost.com)
	Other Items – Earth 911 (www.cleanup.org , a website with zip code based information) Local listserves for free exchanges: MVFreeStuffNetwork@yahoogroups.com Freecycle_NorthAndoverMA@yahoogroups.com FreecycleLowellMA@yahoogroups.com

SAMPLE PRESS ADVISORY

FOR IMMEDIATE RELEASE

DATE: _____

RE: 5 TOWN REUSE AND PAPER SHREDDING EVENT ON EARTH DAY

CONTACT: _____

EARTH DAY EVENT ENCOURAGES DONATION OF UNWANTED ITEMS AND FREE PAPER SHREDDING

Spring is a time for spring-cleaning and a time for clearing out unwanted or obsolete items. On Saturday, April 22nd, all are invited to a regional REUSE-RECYCLE-DONATION event to celebrate Earth Day and to support local and regional charitable organizations! In addition, a mobile paper shredder will be on site to securely shred and recycle confidential documents.

The Southeast Regional Recycling Partnership (Foxborough, Mansfield, North Attleborough, Plainville, Wrentham) has organized this event to provide residents with an opportunity to donate reusable items in good condition to local organizations that have programs to support people in need or that benefit the environment. The event will take place on Saturday, April 22nd in the Plainville Commons parking lot at the intersection of Route 152 and Route 1 in Plainville. The event will run from 9 a.m. – 2 p.m.

Residents can bring clothing of all sizes (in bags), sneakers and any kind of athletic shoes, children's clothes and toys, books of all kinds (textbooks, hardcover and paperbacks), computers and electronics in good working condition, small household furnishings, linens, sheets, towels, blankets, eyeglasses, bicycles that are not heavily rusted (a \$5 donation requested), furniture in good condition, sporting equipment, and good building materials (doors, cabinets, double-pane windows). All items will go to local charitable organizations including St. Vincent de Paul, North Attleborough Animal Shelter, Nike, Salvation Army, Afrihope, Children's Orchard, Bikes Not Bombs, Building Materials Resource Center, New Library Tanzania. The event is open to all residents but the charities reserve the right to reject donations that don't meet their needs.

In addition, there will be FREE PAPER SHREDDING at the event, and no appointment is necessary! Take this opportunity to clean out those old files and have them destroyed in a safe, secure, and environmentally friendly way. You will be able to witness your documents being securely shred at the site while you attend. All paper at the event will be recycled. Also, a **new paper shredder will be raffled off at the event**- all who come are eligible to win!

This event is the first of its kind for the region. Please take this opportunity to clean up the clutter in your home and yard and donate the usable items at this event. And to save some trees on Earth Day, bring your confidential papers for on site shredding and recycling - a little effort makes a big difference!

SAMPLE PRESS RELEASE FOR REUSE EVENT

Press Release: Earth Day
For Immediate Release
Date: _____

Contact: _____
Phone: _____

Recycling poster and essay contest sponsored in five Merrimack Valley communities

The “three R’s” to some people are “Reading, ’riting, and ’rithmetic” but in the recycling world they are “Reduce, Reuse and Recycle.” This spring, the recycling programs from five Merrimack Valley communities are working together to focus attention on “Reuse.”

Lawrence, Andover, North Andover, Lowell and Tewksbury are each running a poster and essay contest on the subject of reuse and recycling. They are also jointly planning two reusable items collection days in May. Details for entering the poster and essay contest are available on the recycling website for each community involved and at their libraries.

The deadline for submitting posters and essays is March 15. Prizes will be awarded to winners in each age group and winning essays and posters will be featured on cable TV and the town website. There will be winners in five age groups: Grades K-1, Grades 2-3, Grades 4-5, Grades 6-8, and Grades 9-12.

- Essays topic: If you could be on TV for three minutes and say something about reuse, recycling and environmental protection to the leaders and citizens of the United States, what would you say?
- Posters topic: Draw a poster that encourages people to reuse, recycle and give away, instead of throwing away reusable or recyclable materials.

Watch for details on the upcoming “Zero Waste Days” in May in Andover and Tewksbury. Residents will have the chance to give away small household items, clothing, bikes, books, CDs, DVDs, and linens/bedding.. These items will be collected by local charities and distributed to families in need and organizations serving the needy.

The contests are sponsored by Waste Management, Inc, BFI, Covanta Energy, Wheelabrator North Andover, the North Andover Rotary, and Russell Disposal. This project is facilitated by a technical assistance grant from the Department of Environmental Protection in order to publicize reuse opportunities in the region.

SAMPLE PRESS RELEASE FOR REUSE EVENT RESULTS

Press Release: Earth Day
For Immediate Release
Date: _____

Contact: _____
Phone: _____

Zero Waste Day a Success!

There was no time or trash wasted last Saturday. More than 25 volunteers from Phillips Academy, Andover Rotary, South Church, and the Andover Recycling Committee unloaded bags and boxes from 175 cars. In three hours, residents had donated several tons worth of their unwanted clothes, bikes, books, toys and household items. In addition, the mobile paper shredder received and shredded a half-ton of personal papers. By noon, the 8 trucks and vans from recycling or charitable organizations were filled to the brim.

- Toys and household items went to Project Home Again, Lazarus House and Lowell Wish Project.
- Andover Historical Society and “Got Books?” accepted books, CDs, DVDs, tapes, and LPs.
- Lazarus House and Saint Vincent de Paul took clothing and linens.
- Bikes Not Bombs received over 50 bikes, plus helmets and child seats.
- The Building Materials Resource Center picked up several nice solid wood doors, good insulation and other good building materials.

At noon, the trucks were full and there was NO trash left behind – one of the primary goals of the organizers. The Recycling Committee sends its thanks go to all volunteers and to Staples and Perfecto’s for their donations of copying and coffee. Anyone who missed the event can go to www.andoverma.gov/recycle to find the Reuse List for contacts for each of the organizations and more.



Special Events Recycling

Adding Recycling to your Event

MassDEP Municipal Waste Reduction *Outreach Toolkit*



Large events, like the Marshfield Fair or Lowell Folk Festival, attract large crowds. And large crowds create a lot of waste which creates a lot of opportunities for recycling. Given a choice to recycle or throw that plastic bottle away, most people would like to do the right thing and recycle. All they need is an opportunity to do so.

By arranging for the collection of recyclables at these types of events, you present them with that opportunity, and give your community a chance to prevent valuable recyclables from entering the waste stream and filling up our landfills and combustion facilities.

And it's not just the attendees of these events that generate waste. The vendors create tremendous amounts of waste, too, and they shouldn't miss out on the opportunity to recycle, either. In fact, you could even require that vendors contractually agree to recycle before you grant them access to selling their goods at your event, thereby ensuring at least some materials will be recycled.

Why should my community organize recycling at special events?

Special events in the United States generate hundreds of thousands of tons of waste each year. Managing this waste can be costly, consume many hours of volunteer and staff time, and creates problems with litter and other related nuisances. What's more, a lot of this "waste" isn't waste at all and can be recycled or composted, or avoided altogether. In addition to economic and obvious environmental benefits of reducing waste, special events are an ideal forum for promoting recycling by demonstrating that recycling is possible wherever you are.

Okay, I'm convinced. Where do I start?

Here are some initial questions to think about as you begin to incorporate recycling into your special event.

- ⇒ What kinds of waste are typically generated at the event?
- ⇒ What materials could be recycled?
- ⇒ Who manages waste collection and who hauls it away? Could they manage the recycling?
- ⇒ What types of trash and recycling containers are needed?
- ⇒ What are the associated costs for trash and recycling containers, hauling, disposal, recycling, and labor (either in dollars or volunteer time)?
- ⇒ Are there local organizations, agencies, or individuals that might be interested in supporting recycling efforts?

To help you get started, we've compiled several guides from Massachusetts communities and other communities in New England, who've successfully hosted these types of events as well as case studies from other states. The guides include all the information you'll need to get started with special events recycling as well as sample handouts, flyers and press releases to promote your event.



Special Events Waste Reduction Guide



**Produced by Franklin County Solid Waste Management District
through a grant funded by MassDEP**

Special events may be large or small, but one thing they have in common is trash generation. An attendee at a special event can generate as much as three pounds of waste. Whether you are planning a workshop, festival, street fair, concert, sports event, fund-raising event, conference, or other activity, your event can benefit from recycling and waste reduction planning. The recycling, composting, and other tips in this guide can be used for any size event.

Why Reduce Event Waste?

- ✓ *Economics.* Recycling and composting reduce waste and disposal costs. They also support the regional economy by creating job opportunities.
- ✓ *Help the Environment.* Recycling and composting divert waste from landfills, helping western Massachusetts conserve our limited landfill space. Recycling saves natural resources and energy. It helps to reduce greenhouse gas emissions from landfills and power generation.
- ✓ *It's the Law.* Massachusetts bans cardboard, beverage containers and other recyclables from being disposed in the garbage. All Franklin County towns have mandatory recycling ordinances.
- ✓ *Improve Public Relations.* "Greening" your event creates a positive image and enhances the event profile.



Getting Started with Recycling

1. Designate a recycling coordinator or committee.

Event organizers must make a strong commitment to recycling for it to be successful. Planning for recycling should start at the beginning of your general event planning. Perhaps a local resident or a special interest group would be willing to coordinate recycling at your event. It's important to have at least one person responsible for coordinating recycling efforts.

2. Determine what to collect.

Identify the largest volume wastes generated at your event and determine which ones are recyclable in your area. At most events this will be cardboard and beverage containers (such as water, soda, and sports drink bottles). Some events might consider recycling steel cans if they are generated. Redeemable containers may also be part of your recycling stream. Workshops and conferences are likely to generate a lot of office paper for recycling. Involve the vendors/concessionaires for your event in this process. Ask them what types of waste they will generate at your event.

3. Decide where the recyclables will go and how they will be transported.

➤ Determine how garbage is hauled away from the event. Check with the garbage hauler to see if they can haul recyclables as well. Determine the costs of contracting with a hauler to provide recycling collection. (See Step 4 below.)

➤ Check with your town to determine if recyclables from your special event can be placed in the recycling bins at the town transfer station (if there is a drop-off center). If so, arrange for vehicles and individuals to haul recyclables to the transfer station, or identify a local individual who is willing to haul recyclables to the transfer station for a small fee. The Solid Waste District may be able to identify a small, local company that you can hire.



➤ If the event managers handle garbage removal, discuss recycling options with them, prior to signing any use contracts. What trash and recycling services do they provide? Do they provide containers? Will they arrange for pickup at the end of your event, or do you? Do they provide staffing? What are the costs? Work with maintenance people, if appropriate, to ensure recyclables are placed in proper containers for recycling.

➤ Consider separating Massachusetts redeemable containers from other collected beverage containers. Revenue from redeemable containers can offset recycling costs.

4. Research private hauler options.

If you plan to contract for recycling hauling, consider the following issues:

➤ What recyclables does the hauler accept?

➤ What type and how many recycling containers will they provide?

➤ Where will dumpsters and recycling bins be located? How often will they be emptied? Does the hauler have a preferred staging/ storage area? What time of day? Coordinate collection points and times with the hauler in advance of the event. You do not want a large truck driving through your event while attendees are present.

➤ Where will the recyclables be taken for processing? Haulers may benefit from recycling revenues, so be sure these revenues are factored into hauling costs.

➤ Require that weight slips for trash and recycling tonnages are included with the hauler's bill.

➤ Factor in the potential tonnage diverted by recycling and waste reduction when you determine disposal costs. This savings on disposal may help fund recycling efforts.

- Seek sponsorship for the recycling efforts or allow businesses to purchase “ad space” (signage) on garbage and recycling containers to offset hauling costs. Offer sponsorship benefits (advertising, signage, etc.) if the hauler donates any services.

5. Choose recycling containers.

- The Franklin County Solid Waste District loans recycling containers for special events in District towns through a grant from the Massachusetts Department of Environmental Protection. There is no cost to borrow these containers. They are designed to collect bottles/cans or paper. Contact the District at (413) 772-2438 or by email at info@franklincountywastedistrict.org for information on how to borrow them.



- Recycling blue bins can be used successfully for event recycling. They provide easy recognition as recycling containers. With clear signage, they can be used for recyclable paper, bottles and cans, or redeemable containers.

- Wheeled carts can be used for recyclable waste, but they get very heavy and difficult to move if they are over-filled. They should not be used at sites that are uneven or can become muddy.



- Regular trash receptacles can be retrofitted for recycling. To reduce unwanted trash, your recycling containers must have a cover with holes about four (4) inches in diameter. If using barrels, lids can be made out of wood or even cardboard. Hold an art contest to decorate the containers.

- Make sure the recycling containers are a different shape and/or color than trash cans used at the event.

6. Set up for recycling containers.

- Use separate recycling collection containers for bottles/cans and for paper.
- Clearly label recycling containers with big, bright, and easy-to-read signs on top and sides. Have signs at eye-level, if possible. Clearly indicate which materials must be deposited into which containers. Keep instructions simple, such as “Empty Beverage Containers ONLY.” Durable signs may cost more initially, but can be reused year after year.
- Line large containers or wheeled carts with the correct size and strength plastic bags. Consider the weight of the materials being collected to determine the thickness of bags to purchase. For heavy materials, bags should be heavyweight plastic. Contractor bags work well. For light materials such as plastic bottles and aluminum cans, medium weight (15 ml) bags are sufficient.
- Use bags that are large enough to fit over the top of the collection bins. Place extra empty bags at the bottom of the containers for easy replacement. Secure the top of the bags to the container with tape if necessary (use colored tape if desired for appearance), or gather and tie the loose corners of the bag to make a tight fit over the container.

➤ Promote recycling with banners or flags of different colors to direct people to the recycling stations. Make the recycling message consistent throughout the event—use the same message and colors at recycling stations as on brochures and posters.

➤ Keep the recycling stations neat and clean. Have volunteers monitor sites. Inspect sites regularly and remove full bags so that receptacles do not overflow.

7. Determine recycling container placement.

➤ Make it convenient for event attendees to recycle! Establish “recycling stations” in the following locations:

- Next to all trash cans, if possible. Attendees are unlikely to go out of their way to recycle if a trash can is more convenient than a recycling container. Do not place recycling bins without a trash can next to them or they will likely be contaminated with trash.
- In high traffic areas, including primary exits.
- In vendor and concession areas in a location that does not intrude on vendor serving areas.

➤ Large events may require a site plan with a visual map of recycling stations.

➤ Designate a “staging area” to store full bags of recyclables until they can be removed at the end of your event. Larger events may need two or more designated staging areas. If garbage is also being stored for later hauling, be sure to designate a separate area for recyclables. Use different color bags or clear bags for recycling.

➤ When establishing the recycling stations, consider the distance from the “staging areas” or storage areas. Bags may be heavy and may also leak, so recycling stations should be as near to the staging or storage areas as possible. If the ground is level, consider using wheeled carts for transporting recyclables from each station to the staging area.

➤ If a hauler is providing a large recycling container (such as a “roll-off” container), identify it with signage and have the container placed conveniently so that volunteer recyclers have easy access for placing recyclables into it.

8. Implement the recycling program.

➤ **Set-up.** If the event area is secure, set up recycling stations the day before. Place bags in the recycling containers. If set-up is to be the day of the event, start early to make sure all stations are in place, bags in containers, signs and banners in place.

➤ **Volunteer/Staff training.**

- Review the logistics for the event, including check-in location and time, the materials being collected for recycling, the locations of collection containers, their assigned recycling station(s), where the full bags of recyclables go for storage, where cardboard goes for storage.

- Practice safety. Gloves should be worn at all times when handling recyclables. Do not stick hands inside a container to press down on the recyclables. Carefully remove trash from recycling bins. Lift using legs, not back and do not lift more weight than is easy.

- Wasps may be attracted to the recycling containers, depending on the time of year. Be sure to ask volunteers if they are allergic to bee or wasp stings. *Volunteers with wasp or bee allergies should not participate in the recycling collection process.* Volunteers need to always look for stinging insects before putting their hands inside a recycling collection container or picking up a full bag.

➤ **Managing the recycling stations.**

- Volunteers should take the opportunity to talk about recycling with event attendees, encourage them to recycle, and show them what they can recycle at the event.
- Monitor the recycling stations. Keep them clean and neat. Make sure signage is still in place.
- Provide volunteers or staff with good quality gloves. Provide either a hand washing area or wipes.
- If trash is in a recycling container, carefully remove it in order to discourage attendees from placing more trash in the containers. If the recycling container is completely contaminated with trash, remove the bag, and place a new bag in the recycling container. The contaminated recycling bag should be put in the trash at the staging/storage area so participants don't see recyclables mixed in with trash cans.
- Collect cardboard from vendors. Flatten boxes and store in designated location or staging area.
- Large events should have wheeled carts, wheelbarrows, golf carts, or other means to haul collected recyclables to the staging/storage area.

➤ **Event clean up.**

- At multi-day events, plan to have enough volunteers to help with the recycling after vendors leave, when volumes of trash and recycling may be highest.
- Assign volunteers to specific event clean-up areas.
- Have volunteers systematically remove all bags of recyclables to designated areas.
- Count the number of trash, recycling, and compost bags (bins or boxes) to compare the volume of each generated at your special event.

9. Recycling program follow up.

- Calculate volumes or tonnages of total waste generated, disposed, and recycled. Request copies of weight slips for trash and recycling from private haulers.
- Get feedback on successes and problems from volunteers, vendors, and contractors/haulers.
- Identify potential improvements and modify your recycling efforts for the next event.
- Send out a news release with statistics on how much was recycled.
- Send thank you letters or Certificates of Appreciation to waste reduction sponsors along with copies of any news articles or event materials in which they are credited.

For assistance with special event recycling and to borrow recycling containers, contact the Franklin County Solid Waste Management District at 413-772-2438. Hearing-impaired individuals can use the MA Relay at 711 or TTY/TDD access at 1-800-439-2370. The Solid Waste District is an equal opportunity provider.

This document was made possible by a grant from the Massachusetts Department of Environmental Protection. For general recycling information, compost facility information, solid waste regulations and other waste reduction information, visit www.mass.gov/dep/recycle.

Getting Started with Composting

Collecting paper and food waste for composting is crucial to maximizing waste reduction at special events. The steps to successfully diverting compostable waste are similar to recycling at your event.



1. Designate a composting coordinator or committee.

Event organizers must make a strong commitment to composting for it to be successful. Planning for composting event waste should start at the beginning of your general event planning. It is important to have at least one person responsible for coordinating composting efforts.

2. Identify compostable materials to be collected.

The following materials can be collected for composting:

- Food waste, napkins, paper, paper products, waxed paper, and waxed cardboard. Paper products cannot have a plastic coating.
- Biodegradable flatware and dishware. These have the look and utility of plastic, but degrade within two months in most compost piles.
- Livestock manure and bedding. You can arrange to have manure and bedding taken directly to a local farm for composting. Be sure to store animal waste away from concession areas. Work with animal exhibitors to ensure proper management.

Events in permanent locations, such as fairgrounds, may consider composting food and animal wastes on-site. Contact the Solid Waste District for information on state permit requirements and necessary logistics for managing the compost area.

3. Decide where the compostable material will go and how it will get there.

➤ Contact a local farmer or commercial composting operation who may be willing to accept the materials for composting. Don't know who to ask? Check with local or regional farmer's markets, CISA (Communities Involved in Sustaining Agriculture) at 413- 665-7100 or the Massachusetts Department of Agricultural Resources website at www.mass.gov/agr/programs/compost. Verify the compostable materials they will accept. Are paper products okay? Waxed cardboard? Meat scraps and bones?

Verify with the farmer/composter what type of bags they accept at their facility. In most cases, regular plastic bags are not accepted because they do not biodegrade, can tangle in equipment, and ruin the quality of the finished compost product. The Solid Waste District has a limited supply of starch-based, biodegradable bags available for the first time a special event composts waste.

➤ Arrange for pick up of the compost or ask for volunteers to haul compost to the designated composting facility. If possible, park a pick-up truck on site for storage of the full compost bags. Compost materials are heavy, so limited handling is preferable.

➤ The Solid Waste District may be able to identify a local company that you can hire to haul the compostable waste from the event to the compost site.

4. Determine what containers to use.

- Five-gallon buckets or tubs make good compost collection containers.
- Consider using waxed cardboard boxes as compost collection containers. (Check with your composter to make sure they are acceptable.) Regular cardboard boxes lined with biodegradable bags can also be used.
- The Solid Waste District has a limited number of biodegradable bags to line compost containers. These bags biodegrade rapidly in the compost process.

5. Decide compost container location and set up.

- Establish compost collection stations in the following locations:

- Next to trash cans as part of the “recycling stations.”
- In the concession/food vendor area(s).
- In high traffic areas, including primary exits.
- With food vendors for their use during food preparation.



- Label compost containers clearly. Consider listing what items can go into the containers since participants might not know what is acceptable for your compost program.

- Have volunteers monitor compost collection containers regularly so that receptacles do not overflow.

- Before the event starts designate an area to store full bags or containers of compostables until they can be shipped to the compost facility or farm. Make sure compost materials are secure against animal intrusion. Larger events may need two or more areas designated for storage of full bags or containers.

- Be sure to keep compost bags separate from garbage and recyclables, if left in a staging area for later hauling. Label each bag “compost.”

- If your event is to last more than one day, compost materials should be removed from each location at the end of the day and secured in a building or dumpster to prevent animals from getting into them. Collection containers should be cleaned each day.

6. Implement the composting program.

- **Set-up.** If the event area is secure, set up composting stations the day before. If set-up is to be the day of the event, start early to make sure all stations are in place, bags in containers, signs and banners in place.

- **Volunteer/Staff training.**

- Review the logistics for the event, including check-in location and time, the materials being collected for composting, the locations of collection containers,

their assigned composting station(s), and where the full containers of compostables go for storage.

- Practice safety. Gloves should be worn at all times when handling compostables. Do not stick hands inside a container to press down on the compostables. Carefully remove trash from collection containers. Lift using legs, not back and do not lift more weight than is easy.
- Wasps may be attracted to the composting containers, depending on the time of year. Be sure to ask volunteers if they are allergic to bee or wasp stings. *Volunteers with wasp or bee allergies should not participate in the composting collection process.* Volunteers need to always look for stinging insects before putting their hands inside a collection container or picking up a full container.

➤ **Managing the composting stations.**

- Volunteers should take the opportunity to talk about composting with event attendees, encourage them to compost food and paper waste, and show them what they can separate for composting at the event.
- Monitor the composting stations. Keep them clean and neat. Make sure signage is still in place.
- Provide volunteers or staff with good quality gloves. Provide either a hand washing area or wipes.
- If trash is in a composting containers, carefully remove it in order to discourage attendees from placing more trash in the containers. If the composting container is completely contaminated with trash the contents should be put in the trash at the staging/storage area.
- Large events should have wheeled carts, wheelbarrows, golf carts, or other means to haul collected compostables to the staging/storage area.

**Local Heroes
Garlic and Arts Festival**

At the 2005 Garlic and Arts Festival in Orange, only two bags of garbage were generated during the two day festival, with 8,000 attendees! Vendors used paper cups and plates, along with compostable cups and glasses made from biodegradable starch. Food waste and serviceware were composted at the Seeds of Solidarity Farm. Cardboard and other beverage containers were recycled.

➤ **Event clean up.**

- At multi-day events, plan to have enough volunteers to help with the composting after vendors leave, when volumes may be highest.
- Assign volunteers to specific event clean-up areas.
- Have volunteers systematically remove all bags of compostables to designated areas.
- Count the number of trash, recycling, and compost bags (bins or boxes) to compare the volume of each generated at your special event.

7. Composting event follow up

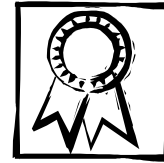
- Calculate volumes or tonnages of total waste generated, disposed, and composted. Request copies of weight slips for trash and compost from private haulers.

- Get feedback on successes and problems from volunteers, vendors, and contractors/haulers.
- Identify potential improvements and modify your composting efforts for the next event.
- Send out a news release with statistics on how much was collected for composting.
- Send thank you letters or Certificates of Appreciation to waste reduction sponsors along with copies of any news articles or event materials in which they are credited.
- Arrange to use the finished compost produced from your event at next year's event, either in on-site planting areas or by giving it to event attendees. Create educational signs for areas where the compost is used or labels for the bags of compost given to attendees.

For assistance with special event composting and to use compostable bags, contact the Franklin County Solid Waste Management District at 413-772-2438. Hearing-impaired individuals can use the MA Relay at 711 or TTY/TDD access at 1-800-439-2370. The Solid Waste District is an equal opportunity provider.

This document was made possible by a grant from the Massachusetts Department of Environmental Protection. For general recycling information, compost facility information, solid waste regulations and other waste reduction information, visit www.mass.gov/dep/recycle.

Working with Volunteers at Special Events



Volunteers are essential to the success of your recycling and composting efforts. Volunteers can be any age (with adult supervision as needed).

- Solicit volunteers from local environmental groups, recreational groups, youth groups, church groups, scout troops, and school groups. Volunteer groups that help your event reduce waste gain community recognition and can have a positive influence on the experience that attendees bring away from the event.
- Encourage participation as a volunteer by offering free event passes, t-shirts, free or discounted concessions, or other promotions, such as reusable beverage cups/mugs or recycled canvas bags.
- There should be enough volunteers throughout the day(s) to monitor all of the waste reduction stations. Ideally each station would have a volunteer at it. But if not enough volunteers are available, assign several stations to each volunteer. *It is a lot easier to have a volunteer stand at each recycling/composting station during the event, than it is to have to sort out trash from the collected recyclables and compost after the event!*
- Large events should provide recycling/composting station maps to volunteers.

Working with Vendors/Concessionaires to Reduce Waste



- Start communicating early so that vendors have time to plan accordingly to meet your waste reduction strategy and plans.
- Provide all vendors with an information sheet about your recycling and composting efforts in advance of the event, such as with their registration packet. Attached to this guide is a sample waste reduction tip sheet for vendors.
- In any additional contacts made to vendors, reinforce the benefits to vendors of participating in a waste-conscious event and what is expected of them.
- Make recycling (and composting, if appropriate) a required part of their contract for the event. Clearly state how recycling will be done at the event and the responsibilities of the vendor. For example, will they be required to use only recyclable and compostable containers? flatten cardboard boxes? take all packaging waste with them, such as bread trays?
- Ask vendors what they plan on serving at the event. Work with them to figure out “no waste” options and least packaging ideas for the items they will be bringing. Encourage vendors to make their role in the event as waste-free as possible.
- Require vendors to haul away their own garbage. This will encourage them to recycle and compost fully!

- Contact a rendering company to remove grease from concessionaires or require concessionaires to haul it away for proper handling.
- Work with vendors to ensure that any special wastes, such as hydraulic fluid, motor oil, and batteries are handled properly. Contact the Solid Waste District at 413-772-2438 for information on proper disposal.

1. Recycling

- Ask or require vendors to sell beverages in recyclable containers only (aluminum, plastic, or glass bottles). Glass bottles will make recycling bins/bags heavy. Ask vendors not to use plastic or Styrofoam cups because they can't be recycled.
- At vendor set-up have the recycling coordinator and/or volunteers visit each vendor booth to remind them to break down cardboard and set it aside for pick-up by volunteers.
- Provide recycling collection containers and a collection system for vendor use.
- Monitor vendor compliance throughout the event and remind them of the importance of recycling.
- Award vendors (with ribbons, prizes) who participate correctly in the recycling program throughout the event, especially those who do an outstanding job. This helps build support and enthusiasm for recycling at the event, and can also help spread the practice at other events attended by the same vendors.

2. Composting

- Ask or require vendors to use paper and biodegradable service-ware. The easiest way to get vendor cooperation is for your event committee to purchase biodegradable service-ware and sell it directly to the vendors. See the section on "Additional Resources" for purchase information. Alternatively, require vendors to purchase biodegradable items on their own.
- Encourage vendors to avoid individual packages of condiments and consider using refillable pump containers.
- Provide composting collection containers and a collection system for vendor use.
- Monitor vendor compliance throughout the event and remind them of the importance of composting.
- Award vendors (with ribbons, prizes) who participate correctly in the composting program throughout the event, especially those who do an outstanding job. This helps build support and enthusiasm for composting at the event, and can also help spread the practice at other events attended by the same vendors.



Promoting Waste Reduction

➤ Include a message about your waste reduction efforts in all publicity for your event. Use every opportunity to publicize your recycling and/or composting efforts:

- Event advertising
- Radio station ads and public service announcements
- Web pages
- Local newspapers
- Outdoor signs

➤ Include information about your waste reduction efforts in pre-registration packets for participants in events such as fairs, animal shows, and road races.

➤ Promote recycling, composting, and litter clean-up in event programs/guides and during announcements.



Other “Green” Event Ideas

➤ If vendors will be dispensing drinks “on tap” consider selling event souvenir cups for use by attendees. Encourage or require attendees to purchase the cups for beverages. Offer a discount on drinks when the souvenir cup is used. Provide a special bin for collection of the cups if attendees do not want to take them home.

➤ Print flyers and invitations on recycled paper (minimum of 30% post-consumer content) or “alternative” tree-free paper.

➤ Print banners or signs that can be used year after year.

➤ If you can’t reuse materials (decorations, signs, art supplies and materials), donate them to schools or art organizations.

➤ Consider donating non-perishable, unopened food to food banks, soup kitchens, or shelters.

Sample Vendor Waste Reduction Tip Sheet

We are proud to announce that our event this year will include a waste reduction effort. We will be providing convenient recycling and composting services for participants and vendors. To help us, we ask that you plan to flatten any cardboard boxes that you generate and set them aside. Volunteers will collect cardboard boxes from your booth for recycling. Please place your empty food and beverage containers in the conveniently located recycling containers (next to each garbage receptacle). [Place compostable food and paper waste in the labeled compost collection containers provided to you.]

In order to reduce contamination in our recycling and composting containers all vendors are asked to assist in the following ways:

- ✓ Please do not to use Styrofoam (polystyrene) and other nonrecyclable plastics.
- ✓ Please serve beverages in aluminum cans and plastic bottles. Glass bottles are acceptable but not preferred because of their weight.
- ✓ Please use paper plates, paper cups, and biodegradable utensils.
- ✓ Please consider selling food that requires minimal serving containers (such as just a paper plate or napkin).
- ✓ Instead of individual packages of condiments (sugar, ketchup, cream, mustard, etc.), please use a refillable pump condiment dispenser or recyclable containers.
- ✓ Please use wooden coffee stirrers.
- ✓ Please do not provide straws.
- ✓ Consider using refillable souvenir cups. Event attendees can purchase the cup and receive refills at a discount price.

Sample Press Release Special Event Waste Reduction

Contact:

Date:

For Immediate Release

_____ Fair Promotes Waste Reduction

The _____ Fair is promoting waste reduction at its annual event on Fair organizers have made a commitment to creating less trash by supplying recycling

[and compost] containers for participants to use while enjoying the fair.

Participants will be able to recycle beverage containers in specially designed collection containers. The collection containers will be located next to trash cans and in the food vendor area. Signs will instruct participants about what can be recycled.

[Participants will also be able to separate leftover food waste and paper products from the fair. Specially labeled containers will be set up on the fairgrounds for food and paper waste. Signs will instruct participants about what can be placed in these containers. The food and paper waste will be sent to where it will be composted.]

Fair organizers expect to reduce the amount of trash generated at the fair by X%. Waste reduction will not only save money but conserves energy and natural resources through recycling [and composting].

Volunteers to help monitor the recycling [and composting] program are always needed. If you are interested in helping please contact.....

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Additional Resources*

- Businesses that offer biodegradable products:
 - Mansfield Paper, Springfield, MA – (800) 225-2641
 - Biocorp – www.biocorpaavc.com
 - Nat-Ur, Inc: plastic compostable cups made with cornstarch – www.cereplast.com
 - Earthware Biodegradables offers non-GMO wheat-based and corn-based cutlery products – www.earthwarebiodegradables.com
- Options for composting
 - Bob Martin's Farm, Greenfield: (413) 774-5631
 - Community Involved in Sustaining Agriculture (CISA): (413) 665-7100. CISA may be able to provide farmer contacts in your area.
 - Massachusetts Department of Agricultural Resources – www.mass.gov/agr/programs/compost
- Franklin County Solid Waste District: (413) 772-2438 for a list of recycling and solid waste haulers.
- Massachusetts Department of Environmental Protection for solid waste regulations, compost facilities, business and general recycling information – www.mass.gov/dep/recycle

* This list is not an endorsement of the vendors by the Solid Waste District. This list may change without notice.



June 2006



Best Management Practices: Guide for Special Event Recycling in Rural Areas

Excerpted from the Northeast Recycling Council

MassDEP Municipal Waste Reduction Outreach Toolkit



Agricultural fairs, heritage days, flower and animal shows, and other special events are important occasions for thousands of rural communities across the United States each year. These events showcase unique aspects of the host town or village, and represent one of the few opportunities when residents and businesses can come together to celebrate what makes their community special.

One element of these events that is often taken for granted is the amount and management of solid waste generated in the days leading up to, during, and at the close of the event. Special events in the United States generate hundreds of thousands of tons of waste each year. For event organizers, managing this waste (otherwise known as refuse, garbage, or trash) can represent a significant cost, consume many volunteer or staff hours, and presents problems with unsightly litter and nuisances. Much of this material can be recycled or composted, or avoided altogether. In addition to the specific economic and environmental benefits of reducing the amount of waste going to disposal, special events are an ideal forum for promoting recycling by demonstrating that recycling is possible wherever you are.

Fortunately, there are many ways that event organizers can dramatically reduce the amount of waste that ends up being disposed of as trash. In addition to reducing nuisances, proactive waste reduction and recycling strategies are good for the environment. They lessen the environmental impacts associated with landfill water discharges and incinerator air emissions from disposed trash, and conserve resources that go into making new products by providing recycled material for manufacturing. Further, recycling efforts also send a positive message to event attendees, staff, and volunteers that it is possible to be good environmental stewards when away from home or work.

The *Best Management Practices Guidebook for Special Event-Generated Waste in Rural Communities (Guidebook)* is intended to help event organizers and individuals responsible for event waste management that are already considering developing or expanding source reduction and recycling programs. The *Guidebook* was developed by the Northeast Recycling Council, Inc. (NERC) with funding from the United States Department of Agriculture's Rural Development Solid Waste Management Grant program.

The *Guidebook* is the result of over a year working with event organizers, state and local recycling officials, and other partners in Maine, New Hampshire, and Vermont to test a variety of recycling strategies at six special events in rural communities.

The complete *Guidebook* can be accessed on NERC's website at:

http://www.nerc.org/adobe/Special_Event_BMPs_FINAL.pdf



Trash-Free Festival on the Eno

Eno River, NC – Special Event Case Study

MassDEP Municipal Waste Reduction Outreach Toolkit



2007 marks the 28th year of the Festival for the Eno in Durham, North Carolina. Each year, for 3 days anchored by the 4th of July, approximately 40,000 people from around the State come to the West Point on the Eno to dance, eat, hear live music, browse great crafts and learn about regional environmental topics.

Organized by the [Eno River Association](#), the Festival for the Eno offers an array of activities with an underlying theme of community action and environmental awareness. Festival exhibits, activities and programs highlight the relationship between the river, the surrounding land (its watershed), and the community. The premise of these educational programs and activities is that participation will foster ecological awareness. It is believed that increased awareness and understanding of one's environment leads to informed choices and ecologically responsible behavior.

In 1992, the Association made a commitment to reduce its landfill-bound waste, striving to offer a "Trash-Free" Festival for the Eno. A collaborative effort of organizers, sponsors, vendors, volunteers and participants is undertaken to minimize the amount of waste generated during the Festival, and to recycle or compost as many materials as possible.

How the "Trash-Free" Festival Works

Educating and working with vendors - Most of the waste from the Festival is generated as a result of food and beverage vending. Festival organizers and vendors work together before and during the Festival to reduce excess packaging and other waste, and to ensure that food service items such as plates and cups are recyclable or compostable wherever possible. Other exhibitors are also encouraged to recycle. Making recycling easy and educational for participants

Instead of traditional garbage cans, the Festival provides a number of recycling stations throughout the grounds. The recycling stations have separate receptacles for each of the material types generated at the Festival. The majority of recycling stations are monitored by volunteers to ensure that materials are properly placed. These volunteers are a vital link in the success of the program, as they also serve to educate Festival participants about the importance of proper separation and answer specific questions. Materials recycled at the recycling stations include glass bottles, aluminum cans, corrugation, newsprint and compostables (food scraps, paper plates and paper cups). Materials such as cardboard packaging are recovered directly from the vendors for recycling.

Securing local outlets for recovered materials - The final component of the Trash-Free Festival is the collection and processing of recovered materials. Another team of recycling volunteers is assembled to collect the materials from the recycling stations at the necessary intervals. Prior to the Festival, the Association arranges with several local companies or organizations to recycle or compost the recovered materials. Only a fraction (9%) of the total materials generated at the Festival ends up at the landfill

The compost made from the Festival's food waste is processed at a nearby site, and the resulting product is used during subsequent Festivals for display and educational purposes. In this way, Festival-goers are able to actually see the results of their participation in the Trash-Free program.

Program Results - The Festival for the Eno has reduced its waste by over 90% since initiating the Trash-Free program. This remarkable achievement can be attributed to the partnership between organizers, sponsors, vendors and volunteers, and the active participation of the Festival attendees. The Eno River Association will continue to expand on its Trash-Free program, aiming for maximum

waste reduction. Similar results can be achieved at other community events with the proper planning and cooperation.

A Handbook - "Developing Trash-Free Special Events-A Planning Guide for North Carolina Communities and Event Planners" is available for download here:

<http://www.enoriver.org/Festival/trash.html>

This handbook includes:

- information on making an event "trash free",
- how to identify materials for recycling at your event,
- getting volunteers and your community involved,
- information on contracting and working with vendors for your event,
- how to design effective recycling stations,
- a timeline for putting it all together,
- as well as sample documents and contracts for vendors, case studies and press coverage of the events.

Published by the [Eno River Association](#), with the aid of the [N.C. Department of Environment and Natural Resources](#) this book outlines strategies and timelines useful in adapting the success of the Trash-Free program for your special event. Funding for this project was provided in part through a grant from the North Carolina Division of Pollution Prevention and Environmental Assistance.



Reuse & Special Events Recycling Materials Conversion

MassDEP Municipal Waste Reduction Toolkit



Now that you've had your event, you'll want to know how much stuff was collected for recycling.

Assuming your materials are collected in separate streams (i.e. glass containers in one barrel, plastics in a different barrel, etc) or that you separate after the event, the following conversion factors can be used to calculate the tonnage of materials diverted from the trash.

From the University of Oregon (http://darkwing.uoregon.edu/~recycle/site_map.htm)

MATERIAL CONVERSIONS TABLE:

Glass: One 55 gal. Barrel = 130 lbs
Metals: One 55 gal. Barrel = 88 lbs
Plastics: One 55 gal. Barrel = 29 lbs
Drink Boxes: One 55 gal. Barrel = 30.5 lbs
Deposit Cans: One 55 gal. Barrel = 20 lbs.
Paper: One 55 gal. Barrel = 115 lbs
Cardboard*: Amounts from Weyerhaeuser
Compost: One 55 gal. Rolling Cart = 120 lbs
Trash: Amounts from Garbage Hauler

*Cardboard Conversions:

1 1/2 yd. 100 lbs.
2 yd. 150 lbs.
3 yd. 300 lbs.

* These weights reflect a full bin with all cardboard flattened and consolidated

EPA (Source: <http://www.epa.gov/recycle/measure/docs/guide.pdf> (*Measuring Recycling: A Guide for State and Local Governments*; page 62: "Standard Waste Volume to Weight Conversion)

Material	Volume	Estimated Weight (in Pounds)
Cardboard boxes: un-compacted/ flattened	1 cubic yard	50-150
Newspaper: un-compacted	1 cubic yard	360-505
Mixed paper: flat	1 cubic yard	380/755
Glass: whole bottles	1 cubic yard	500-700
Aluminum cans: whole	1 cubic yard	50-70
Plastic soda bottles: whole	1 cubic yard	40
Wood pallets	1 cubic yard	515
Grease (fats, solid-liquid cooking oil)	55-gallon drum	410
Food Scraps	55-gallon drum	412
Batteries (auto)	each	39
Batteries (household)	5-gallon pail	40
Furniture (stuffed, ie couch)	1 cubic yard	80
Furniture (wood, ie table)	1 cubic yard	166
Mattress	each	70
CRT/Televisions	each	50
Textiles	1 cubic yard	175

Fluorescent Lamps	4 foot lamp	0.5
Paint	1 cubic yard box	690
Paint	55-gallon drum	450
Bicycle	each	30
Appliances	1 cubic yard	300
Air conditioner	each	64.2
Dishwasher	each	92
Dryer	each	130
Freezer	each	193
Microwave	each	50
Stove/Range	each	181.1
Refrigerator	each	267
Washer (clothes)	each	177
Water Heater	each	131